



## **ELCSA MUSIC ORGANIZATION CONSTITUTION**

### **Part I: THE NATURE OF THE ORGANIZATION**

#### **Chapter 1**

##### **1.1 NAME**

The name of the Organization shall be known as the Music Organization of the EVANGELICAL LUTHERAN CHURCH IN SOUTHERN AFRICA, hereinafter referred to as ELCSAMO.

#### **Chapter 2**

##### **2.1 STATUS**

ELCSAMO is constituted in accordance with the provisions made for it in the Constitution of ELCSA.

#### **Chapter 3**

##### **3.1 MOTTO**

“Make a joyful noise to the Lord all ye lands! Serve him with gladness! Come into his presence with song”. Psalm 100: 1 – 2.

### **Part II: MISSION**

#### **Chapter 1**

##### **1 AIMS AND OBJECTIVES**

- 1.1 To interest Congregants in Church music.
- 1.2 To promote the standard of hymn and anthem singing in the Church.
- 1.3 To encourage members to participate actively in Church Services.
- 1.4 To develop musical talent in the Church.
- 1.5 To acquaint members with famous Christian songs and composers.
- 1.6 To propagate good quality Church music through the medium of recording.
- 1.7 To awaken Christian zest through music.
- 1.8 To provide music education in the Church.
- 1.9 To encourage Congregants to worship and serve the Lord by singing and actively being involved in Church Music by organizing themselves into a Church Choir which shall be a nucleus of Music activities of ELCSA.
- 1.10 To bring to Christ unbelievers, reawaken the backsliders and to win back the lapsed through Music and home visitations.

- 1.11 To encourage, strengthen and comfort the sick, suffering and bereaved through Music and visitations.

### **Part III: Membership**

#### **Chapter 1: MEMBERSHIP**

- 1.1 All Congregants of ELCSA are eligible to become members of the Organization.
- 1.2 Membership is open to Congregants who may want to be patrons of the Organization provided they comply with the provisions of the Constitution, Rules and Regulations of the Organization.
- 1.3 Individual membership shall be lodged and fulfilled by means of registration fees, annual subscriptions, pledges or project related contributions. These shall be according to directives, rules and regulations approved by the Organization.
- 1.4 Pastors, Deans, Bishops, Presiding Bishop and Chaplains shall be ex-officio members of the Organization at their respective levels and shall have no voting rights.

#### **Chapter 2: LOSS OF PRIVILEGES**

- 2.1. Any member who is found guilty of misconduct or who is under church discipline or who undermines the aims and objects of this Organization or who neglects obligations towards the Church shall forfeit the rights and privileges of the Organization in all its structures.
- 2.2 Anyone who has forfeited the rights and privileges of the Organization by virtue of being excommunicated from the Church may be reinstated after being absolved and restored as a communicant.
- 2.3 Membership shall terminate in consequence of death, written wilful resignation, verbal declaration, expulsion or non-payment of annual affiliation or registration fees.
- 2.4 Any Committee member who is not up to date with his/her annual affiliation or registration fees shall cease a member of the Executive Committee at all levels and shall be replaced within three months after notification by the Executive Committee.

#### **Chapter 3: HONORARY MEMBERSHIP**

- 3.1 Honorary members may from time to time be nominated if so desired by any of the structures and such member shall have no voting rights.

#### **CHAPTER 4: DISCIPLINARY PROCEDURES**

- 4.1 Disciplinary/appeal/dispute/mediation matters shall be dealt with by the Councils under which the League operates.

#### **Chapter 5: ELECTIONS**

- 5.1 Pastors, Deans, Bishops and the Presiding Bishop shall conduct all elections at their respective levels.
- 5.2 Pastors, Deans, Bishops and the Presiding Bishop shall do the induction of the elected office bearers.
- 5.3 All elections shall be by means of a secret ballot.
- 5.4 Should there be a vacant position within an Executive Committee, the Executive Committee affected shall co-opt from any of the immediate lower structure Executive Committee.

- 5.5 Should three or more members of the Executive Committee vacate their positions during the term of office, a bi-election shall be held within a period of three months.

## **Part IV: STRUCTURE OF THE ORGANIZATION**

### **CHAPTER 1: CONGREGATIONAL LEVEL**

#### **1. CONGREGATIONAL MEETING**

- 1.1 The Congregational meetings shall be held at least once per quarter.
- 1.2 All registered members of the Organization shall have the right to attend the meeting at Congregational level.
- 1.3 The ELCSAMO Congregational meeting shall elect the Congregational Committee.
- 1.4 Voting delegates shall be all choristers constituting the Organization at Congregational level.

#### **2. MEMBERS OF THE COMMITTEE**

- 2.1 The committee shall be nominated and elected from amongst members of the Congregational Choristers attending the meeting.
- 2.2 Office bearers shall be the Chairperson, Vice Chairperson, Secretary, Assistant Secretary, Treasurer and two additional members.
- 2.3 To form a quorum at least half the number of members including the Chairperson, or in his/her absence the Vice Chairperson, or in his/her absence the Secretary shall be present. In the event of none of the aforementioned office bearers being present, no meeting shall be held.
- 2.4 Conductor/s shall be Ex-Officio member(s) of the Church Choir Committee and shall have no voting rights.
- 2.5 The Pastor-in-charge shall be ex-officio member of the Organization.

#### **3. MEETINGS**

- 3.1 The Congregational Committee meetings shall be held once per quarter.
- 3.2 Extraordinary meetings shall be called if necessary by the Chairperson in consultation the Executive and the Pastor-in-charge.

#### **4. DUTIES OF THE COMMITTEE**

##### **The Committee shall:**

- 4.1 Be responsible for the co-ordination, organization and functioning of the Organization in the Congregation;
- 4.2 Discuss and plan the activities of music activities at Congregational level.
- 4.3 Explain the Constitution to the new members.

- 4.4 See to it that attendance and subscription register are kept and that a roll call is taken at the end of the weekly meeting;
- 4.5 Give annual written reports which shall include audited financial statements;
- 4.6 Control funds and property of the Organization in conjunction with the finance and planning committee;
- 4.7 Scrutinize motions to be presented to the Parish meeting.
- 4.8 Refer unresolved matters to the Parish Committee.

## **5. The Pastor-in-charge**

The Pastor shall be the spiritual leader of the Organization at Congregational Level.

He/she shall:

- Officially open and close all meetings held in the Congregation
- Officiate at elections and inductions of Committees, and
- Have the right to attend all meetings of the Organization as an ex-officio member.

## **6. THE FINANCE AND PLANNING COMMITTEE**

### **6.1 The Congregational Committee shall have a standing committee on finance.**

6.2 The committee shall be composed of the Vice Chairperson; Treasurer and two other members of ELCSAMO at Congregational level with requisite skills. The finance and planning committee shall elect a Chairperson and a Secretary. The Pastor- in charge shall be an ex-officio member of the committee.

6.3 The Finance and Planning Committee members shall hold office for a period of six [6] years.

6.4 The Finance and Planning Committee shall be responsible to the Congregational Committee.

## **CHAPTER 2: PARISH LEVEL**

### **1. PARISH MEETING**

1.1 The Organization shall have a Parish meeting once per quarter.

1.2 All Congregational Music Committees shall constitute Parish meeting.

1.3 The Parish meeting shall elect the Parish Music Committee.

1.4 Voting delegates shall be all Congregational Committees constituting the Parish.

### **2. PARISH COMMITTEE**

## **Members of the Committee**

- 2.1 The committee shall be nominated and elected from amongst all the members attending the meeting.
- 2.2 Office bearers shall be the Chairperson, Vice Chairperson, Secretary, Assistant Secretary, treasurer and two additional members.
- 2.3 To form a quorum at least half the number of members including the Chairperson, or in his/her absence the Vice Chairperson, or in his/her absence the Secretary shall be present. In the event of none of the aforementioned office bearers being present, no meeting shall be held.
- 2.4 The Pastor-in-charge shall be ex-officer of the league.

## **3. Meetings**

- 3.1 The committee meetings shall be held once per quarter.
- 3.2 Extraordinary meetings shall be called if necessary by the chairperson in consultation the Executive and the Pastor-in-charge.

## **4. Duties of the Committee**

### **The Committee shall:**

- 4.1 Be responsible for the co-ordination, organization and functioning of the Organization in the Parish.
- 4.2 Organize quarterly meetings of the Parish Committee and prepare the agenda;
- 4.3 Refer unresolved matters to the Circuit Committee.
- 4.4 Give a written report which shall include an audited financial statement at the annual Parish meeting and to the annual Circuit Conference;
- 4.5 Control funds and property of the Organization in conjunction with the finance and planning committee;
- 4.6 Scrutinize motions to be presented to a Circuit Conference
- 4.7 Fill vacancies which may occur in any of the offices;
- 4.8 See to it that the aims, objectives and Constitution of the Organization are observed faithfully and effectively in the Parish;

## **5. The Pastor-in-charge**

The Pastor-in-charge shall be the spiritual leader of the Organization at Parish level.

He/she shall:

- Officially open and close all meetings held in the Parish
- Officiate at elections and inductions of committees
- Have the right to attend all meetings of the Organization as an ex-officio member

## **6. THE FINANCE AND PLANNING COMMITTEE**

### **6.1 The Parish Committee shall have a standing committee on finance.**

6.2 The committee shall be composed of the Vice Chairperson, Treasurer and two other members of ELCSAMO at Parish level with requisite skills. The finance and planning committee shall elect a Chairperson and a Secretary. The Pastor- in charge shall be an ex-officio member of the committee.

6.3 The Finance and Planning Committee members shall hold office for a period of six [6] years.

6.4 The Finance and Planning Committee shall be responsible to the Parish Committee.

## **CHAPTER 3: CIRCUIT LEVEL**

### **1. CIRCUIT CONFERENCE**

1.1 The Organization shall have a Circuit Conference once a year.

1.2 All Parish Music Committee members and ten (10) delegates elected by the Parish meeting shall have the right to attend the Circuit Conference.

1.3 The Circuit Conference shall elect the Circuit Committee.

1.4 Voting delegates shall be the Parish Committee members and all Parish delegates attending the conference.

### **1.5 Circuit Music Festival**

1.5.1 A Circuit Music Festival shall be held once per year.

### **2. Members of the Committee**

2.1 The committee shall be nominated and elected from amongst members of Circuit Committees and delegates attending the conference.

2.2 Office bearers shall be the chairperson, vice chairperson, secretary, vice secretary, treasurer and two additional members.

2.3 To form a quorum at least half the number of members including the Chairperson, or in his absence the Vice Chairperson, or in his absence the Secretary shall be present. In the event of none of the aforementioned office bearers being present, no meeting shall be held.

2.4 The Dean shall be the ex-officio member of the Organization.

### **3. Meetings**

3.1 The Circuit Committee shall meet at least twice per year.

3.2 Extraordinary meetings shall be called if necessary by the Chairperson in consultation the Executive and the Dean.

#### **4. Duties of the Committee**

##### **The committee shall:**

- 4.1 Be responsible for the co-ordination and functioning of the Organization in the Circuit;
- 4.2 Plan and draw the agenda for the meetings of the committee;
- 4.3 See to it that the aims, duties, objectives and the constitution of the Organization are carried out faithfully and effectively in the circuit;
- 4.4 Arrange conferences, workshops, seminars and meetings with the assistance of Church Servants in the Circuit;
- 4.5 Control funds and properties of the Organization in conjunction with the finance and planning committee;
- 4.6 See to it that all financial books of the Organization in the Circuit are audited;
- 4.7 Give a written report to the annual Circuit Conference which shall include an audited financial statement;
- 4.8 Scrutinize all motions to be presented to the Diocesan Conference;
- 4.9 Fill vacancies which may occur in any of the offices;

#### **5. The Dean**

The Dean shall be the spiritual leader of the Organization in the circuit.

He/she shall:

- Officially open and close all meetings and conferences held in the Circuit
- Officiate at elections, induct committee members and
- Have the right to attend all meetings and Conferences in the Circuit.

#### **6. THE FINANCE AND PLANNING COMMITTEE**

- 6.1 The Circuit Committee shall have a standing committee on finance.
- 6.2 The committee shall be composed of the Vice Chairperson; Treasurer and two other members of ELCSAMO at Circuit level with requisite skills. The finance and planning committee shall elect a Chairperson and a Secretary. The Dean shall be an ex-officio member of the committee.
- 6.3 The Finance and Planning Committee members shall hold office for a period of six [6] years.
- 6.4 The Finance and Planning Committee shall be responsible to the Circuit Committee.

### **CHAPTER 4: DIOCESAN LEVEL**

#### **1. DIOCESAN CONFERENCE**

- 1.1 The Organization shall have a Diocesan Conference every year.
- 1.2 All Diocesan Committee members, all Circuit Committee Members and ten (10) delegates elected by the Circuit Conference from each Circuit.

- 1.3 The Diocesan Conference shall elect the Diocesan Music Committee.
- 1.4 Voting delegates shall be Circuit Committees and all ten delegates attending the Conference.

### **1.5 Diocesan Music Festival**

- 1.5.1 A Diocesan Music Festival shall be held once per year.

## **2. Members of the Committee**

- 2.1 The committee shall be nominated and elected from amongst members of Circuit Committees.
- 2.2 Elected office bearers shall be the Director, Deputy Director, Secretary, Assistant Secretary, and Treasurer who shall be the Executive Committee.
- 2.3 Additional members of the Committee shall be all Circuits' Chairpersons and Circuits' Secretaries.
- 2.4 The ten (10) additional delegates are elected to attend Churchwide conference.
- 2.5 To form a quorum at least half the number of members plus one including the Director, or in his/her absence the Deputy Director, or in his/her absence the Secretary shall be present. In the event of none of the aforementioned office bearers being present, no meeting shall be held.
- 2.6 The Bishop shall be the ex-officio member of the Organization in the Diocese.

## **3. MEETINGS**

- 3.1 The Diocesan Committee shall meet at least three times a year.
- 3.2 Extraordinary meetings shall be called if necessary by the Director in consultation the Executive and the Bishop.

## **4. Duties of the Committee**

The committee shall:

- 4.1 Shall be responsible for the co-ordination, organization and functioning of the Organization in the Diocese
- 4.2 Be responsible for the life and work of the Organization in the Diocese
- 4.3 Prepare and plan meetings of the committee, biennial conference and its agenda
- 4.4 Co-ordinate the work in the various Circuits of the Diocese
- 4.5 Give a written report at the diocesan conference and diocesan synod which shall include an audited financial statement. A copy shall be sent to Churchwide committee. All reports shall embody constructive ideas and suggestions arising from activities of different groups; The report shall be signed by the Chairperson, Secretary, Treasurer and Bishop.

- 4.6 Control funds and properties of the league in the diocese in conjunction with the finance and planning committee. The account books shall be audited by the diocesan auditors annually. Inventory of property shall be sent to the Diocesan Executive Secretary and other church official's concerned biennial.
- 4.7 Scrutinize all motions to be presented to the Churchwide Music Organization Conference;
- 4.8 To fill vacancies in any one of the offices;
- 4.9 Organize workshops and seminars in order to strengthen the Organization to undertake projects at all levels;

## **5. THE BISHOP**

The Bishop shall be the spiritual leader of the Organization in the Diocese.

He/she shall:

- Officially open and close all meetings and conferences held in the Diocese
- Officiate at elections, induct committee members and
- Have the right to attend all meetings and Conferences in the Diocese.

## **6. THE FINANCE AND PLANNING COMMITTEE**

- 6.1 The Diocesan Committee shall have a standing committee on finance.
- 6.2 The committee shall be composed of the Deputy Director; Treasurer and two other members of ELCSAMO at Diocesan level with requisite skills. The finance and planning committee shall elect a Chairperson and a Secretary. The Bishop shall be an ex-officio member of the committee.
- 6.3 The Finance and Planning Committee members shall hold office for a period of six [6] years.
- 6.4 The Finance and Planning Committee shall be responsible to the Diocesan Committee.

## **CHAPTER 5: CHURCHWIDE LEVEL**

### **1. CHURCHWIDE CONFERENCE**

- 1.1 The Organization shall have a Churchwide Conference biennially.
- 1.2 All Diocesan Committee members, all Circuit Committee Members and ten (10) delegates elected by the Diocesan Conference from each Diocese.
- 1.3 The Churchwide Conference shall elect the Churchwide Committee.
- 1.4 Voting delegates shall be the Diocesan Committee's, the Circuit Committee members and all ten delegates attending the Conference.

### **1.1.2 Churchwide Music Festival**

1.1.2 A Churchwide Music Festival shall be held biennially.

## **2. Members of the Committee:**

- 2.1 Office bearers shall be nominated and elected from amongst members of the Diocesan Committees.
- 2.2 Office bearers shall be the Director-General, Deputy Director-General, Secretary-General, Deputy Secretary-General and Treasurer-General who shall be the Executive Committee.
- 2.3 Additional members shall be the Directors of Dioceses and their Secretaries.
- 2.5 To form a quorum at least half the number of members plus one including the Director-General, or in his/her absence the Deputy Director-General, or in his/her absence the Secretary shall be present. In the event of none of the aforementioned office bearers being present, no meeting shall be held.

## **3. MEETINGS**

- 3.1 The Churchwide Committee shall meet at least three times a year.
- 3.2 Extraordinary meetings shall be called if necessary by the Director General in consultation with the Executive and the Presiding Bishop.

## **4. DUTIES OF THE COMMITTEE**

### **Duties of the committee shall:**

- 4.1 Be responsible for the co-ordination, organization and functioning of the Organization at Churchwide level.
- 4.2 Be responsible for the life and work of the Organization at Churchwide
- 4.3 Co-ordinate the work in all Dioceses at Churchwide
- 4.4 Establish and maintain Ecumenical relationships.
- 4.5 Give a written report at the Churchwide Conference and General Assembly which shall include an audited financial statement. All reports shall embody constructive ideas and suggestions arising from activities of different groups. The report shall be signed by the Director General, Secretary General, Treasurer General and the Presiding Bishop.
- 4.6 Scrutinize and approve the motions sent by different Dioceses
- 4.7 Prepare the budget of the league in consultation with the finance and planning committee
- 4.8 Control funds and properties of the Organization at Churchwide in consultation with the finance and planning committee. Inventory of property shall be sent to the General Secretary and other church official's concerned biennially.

- 4.9 Organize workshops and seminars in order to strengthen the Organization to undertake projects and programmes at all levels

## **5. THE PRESIDING BISHOP**

The Presiding Bishop shall be the spiritual leader of the Organization at Churchwide level.

He/she shall:

- Officially open and close all meetings and conferences held at Churchwide level
- Officiate at elections, induct committee members and
- Have the right to attend all meetings and Conferences at Churchwide level.

## **6. THE FINANCE AND PLANNING COMMITTEE**

6.1 The Churchwide Committee shall have a standing committee on finance.

6.2 The committee shall be composed of the Deputy Director; Treasurer-General and two other members of ELCSAMO at Churchwide with requisite skills. The finance and planning committee shall elect a Chairperson and a Secretary. The Presiding Bishop shall be an ex-officio member of the committee.

6.3 The Finance and Planning Committee members shall hold office for a period of six [6] years.

6.4 The Finance and Planning Committee shall be responsible to the Churchwide Committee.

## **PART V: UNIFORM**

### **CHAPTER 1: UNIFORM**

Each Congregation/Parish shall decide on its own uniform.

### **CHAPTER 2: OCCASIONS FOR DONNING UNIFORM**

#### **2. Members should wear the uniform on the following days/events:**

2.1 At Holy Communion Services;

2.2 At church festivals and music festival

2.3 At memorial and funerals of deceased members of the Organization, Church Servants, Elders, members of other Leagues and Congregants.

#### **2.7 On occasions of**

- Re-registration of members
- Induction of Church Servants
- Ordination of Pastors
- Consecration of Bishops

- Dedication of new Church building
- Unveiling of tombstones

## **PART VI: AMENDMENTS**

### **CHAPTER 1: AMEMNDMENTS**

- 1.1 Proposed amendment/s of this constitution shall be submitted to the Churchwide ELCSAMO Committee in writing six months prior to the Churchwide Conference.
- 1.2 Such proposed amendment/s shall be circulated to the Dioceses within three months prior to the Churchwide Conference.
- 1.3 The two-third majority of the voting members shall approve the proposed amendment/s.
- 1.4 The General Assembly shall have the final decision on all amendment/s.

### **CHAPTER 2: DISSOLUTION**

- 2.1 Should the organization be dissolved, its properties shall remain the properties of the church.

### **CHAPTER 3: SIGNING**

Signed for on behalf of the Evangelical Lutheran Church in Southern Africa Music Organization  
(ELCSAMO)

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MR S TSEKA  
DIRECTOR GENERAL

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BISHOP MM DITLHALE  
PRESIDING BISHOP

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REV PB MATHE  
GENERAL SECRETARY